

Request for e-QIP Account Set Up

All information MUST be completed before an e-QIP account can be set up for an employee.

Fax form to: HR 775-861-6678

Type of Investigation requested:  SF-85/NACI  SF-85P/MBI  SF86/SSBI  Update current employee

Employee's FULL Legal Name (if no middle name=NMN; if initial only):

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Social Security No#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth (city and state): \_\_\_\_\_, \_\_\_\_\_

Type of Employee:  Employee (more than 180 days)  Volunteer  Contractor

Job Title: \_\_\_\_\_

Org Code of Position: \_\_\_\_\_ Duty Location: \_\_\_\_\_

Cost Code (limit 25 characters; must include org code, functional code, program element, project code if applicable; and drop Ls and Os if necessary): \_\_\_\_\_

Employee's e-mail Address: \_\_\_\_\_

Employee's Physical Address (not PO Box):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Phone number: Home \_\_\_\_\_  
Work \_\_\_\_\_  
Cell \_\_\_\_\_

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\*\*FOR HR USE ONLY\*\*

e-QIP Request Identification Number: \_\_\_\_\_  Input in tracker

e-QIP email and hardcopy package sent on: \_\_\_\_\_

Received	NA	Form Title
<input type="checkbox"/>	<input type="checkbox"/>	Fingerprint Card(s) SF-87 or FD-258
<input type="checkbox"/>	<input type="checkbox"/>	Certification That My Answers Are True (CER)
<input type="checkbox"/>	<input type="checkbox"/>	Authorization for Release of Information (REL)
<input type="checkbox"/>	<input type="checkbox"/>	Resume (RES)
<input type="checkbox"/>	<input type="checkbox"/>	OF-306, Declaration for Federal Employment (306)
<input type="checkbox"/>	<input type="checkbox"/>	Printed Compact or Archival Copy
<input type="checkbox"/>	<input type="checkbox"/>	Fair Credit Reporting Release Statement (FCR) (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Authorization for Release of Medical Information (MEL) (if applicable)

Complete Package of Forms Received in HR on \_\_\_\_/\_\_\_\_/\_\_\_\_:

e-QIP rejected by SPO:  Yes  No Rejected on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Emp notified on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Method of notification:  Phone  Mail

Rejected by OPM:  Yes  No SPO notified on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Method of notification:  Phone  Mail

Released on: \_\_\_\_/\_\_\_\_/\_\_\_\_  Print Archival Copy  Input in Tracker  File Archival Copy in "Sent to OPM" drawer  
Notes:

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